

1. After photographs are mounted on cards for the Master File, they are "tabbed" before going to the files. Each card has a list of categories or subjects across the top. "Tabbing" refers to marking the category or categories into which the photograph falls. This is done by ~~attaching a piece of colored tape~~ ^{PEN} in the appropriate category. About one-fourth inch of the ~~tape~~ ^{MARK} is exposed to the front of the card - ~~the remainder tape over on the back~~. Five colors are used to mark the various categories. The tabs enable anyone going through the files to locate photos on any particular subject more readily. Since the ~~attaching of the colored tape~~ ^{MARKING} is done by a clerk ~~typist~~ ^{File} after the finished prints are ~~mounted on file cards~~ ^{READY FOR FILE}, the tabbing numbers are included on the photo caption within parenthesis. The analyst will write the numbers desired on the last line provided for the caption text on the caption report, using the following as a basis for his selection of numbers:

A. Categories listed on the cards are as follows:

1. Terrain (green)

This category includes all inland relief features. A terrain tab is added to all pictures showing earthquakes, floods, hurricanes, typhoons, etc. and the damage caused by them.

2. Coasts (Yellow)

Coastal features along oceans, bays, inlets and fords
Fords are also tabbed under Waterways

3. Military (black)

Weapons, explosives, equipment, fortifications, vehicles, vessels, aircraft, personnel and the manufacture of all

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030002-1

Material come under this category. Semi-military organizations (those civilian organizations that are of a military nature and take some type of military training) as Moscow Parachute and Gliding Club, Svazarm (Czech). Volksarmee, East German police are also tabbed Military. Also included in this category will be Civil Defense Organizations and activities.

4. Scientific (blue)

All buildings, machinery and equipment used in scientific work. Medical instruments, mathematical tabulators and computers, uranium and atomic energy, radar. In many instances scientific will merge into other categories and additional tabbing will be necessary, as agricultural research, industrial research, etc. Rockets and guided missiles will be tabbed under scientific and military. Scientific and medical instruments, optical goods: Scientific and other industries. Flying saucers: Scientific.

5. Not Used

6. Cities and Towns (red)

Overall views of cities, towns and villages. Street scenes when the street or what is in the street is more important than the buildings.

7. Buildings and Housing (green)

Houses, apartments, hotels, shelters, unusual housing and miscellaneous buildings.

8. People and Political (yellow)

Native types, political demonstrations, riots, political awards and meetings, magazines and newspapers, jails and prisons

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030002-1
Non-military, borders of countries, government buildings,

embassies, city halls, parliament buildings, etc. fall in this category.

9. Services and Schools (black)

This includes all schools and sociological services, as water, fire department, postal, sewage. Schools that are connected with industry will be tabbed for school and for the industry.

10. Other Sociological (blue)

This category includes religious buildings, ceremonies, clubs, stadiums, theaters, libraries, palaces, ruins, monuments, parks, resorts, medical buildings, hospitals, sports, landmarks, tombs, cemeteries, restaurants, shops, banks, public trading places, department stores, cultural gatherings, street dances, etc.

11. Not used

12. Coke, Iron and Steel (red)

Anything that is a definite part of these industries falls in this category. (This applies to all industries).

13. Other Metal Industries (green)

This category includes all other metals in their processing stages. Some metals (copper, tin, etc.) are mined and will be tabbed for both metal and mining if shown in the mining stage; but only for metal when shown in a processing plant. Metal fabricating plants will also be tabbed under other industries.

14. ~~Approved~~ For Release 2003/12/19 : CIA-RDP78-04546A000800030002-1

All mines, mining machinery, and mining operations fall in this group. Nonmetallic materials, such as stone, slate, and limestone which are quarried will be tabbed under Other Industries. In addition to Mining. Coal mines will be tabbed under Mining and Fuels and Power.

15. Chemicals (black)

This includes all chemical plants, chemical machinery, equipment and processes. Basic plastics industry will be tabbed under chemicals; plastic and products industry under other industry.

16. Petroleum (blue)

All photos showing some phase of the petroleum and natural pipelines. Petro chemical plants will also be tabbed under Chemicals and Petroleum.

17. Fuels and Power (red)

All dams, power plants, gas works and fuels of all types are included in this group. Natural gas industry will be tabbed under petroleum.

18. Wood Products and Forest (green)

This category includes views of forests and wooded areas. Also lumbering and cellulose industries. Tapping and processing of rubber is in this category until it becomes part of another industry (tire manufacturing, etc.)

19. Motor Vehicle Industry (yellow)

All motor-driven vehicles fall in this group. Military vehicles will also be tabbed under military

20. Aircraft Industry (black)

This category includes airplanes and the manufacturing and maintenance of them. Military planes will also be tabbed under Military.

21. Machinery Products (blue)

Machine making plants and photos of the finished products fall in this group. Electrical machinery will be tabbed under Communication - Electronics.

22. Fibers and Fabrics (red)

This category includes the making and processing of all fibers and fabrics; also synthetic fibers. Furs, copra and hemp fall in this group. Leather is not included in this group. A synthetic fiber plant will also be tabbed under chemicals.

23. Communications - Electronics & Electrical Equipment (green)

All types of communication fall in this category; radio, television, telephone, telegraph, smoke signals, etc. The electronics group includes all electrical and electronic plants, machinery, equipment, instruments and products, radar. Newspaper offices and buildings, and printing shops are tabbed under communications. A printing shop will also be tabbed under Other Industries. A news stand is tabbed Other Sociological.

24. Food-Fisheries Agriculture (yellow)

This group includes farms and farm machinery, including tractors all food industries and fisheries. Farm irrigation projects are tabbed under Agriculture as well as Waterways (if large enough).

This includes all industries that do not fall in any other category; such as: rubber, leather, manufacturing of tires printing establishments, household equipment, plastic and products, factory, quarries, etc. basic plastics industry will be tabbed under chemicals; a synthetic rubber plant will be tabbed under Other Industries and Chemicals.

26. Ship yards, Shipbuilding and Repair (green)

Naval shipyards to be also coded under Military in addition to this.

27. Railroads (black)

Anything connected with railroads and railroad equipment including their manufacture falls in this group. Also railroad bridges.

28. Roads (red)

This includes all roads, trails, bridge, underpasses and overpass for motor vehicles and pedestrians. Also tunnels, road signs, road building and maintenance.

29. Waterways (green)

This category includes all inland waterways and inland water transportation, including canals, locks and river ferries. River ferries will also be tabbed for RD or RR, if applicable.

30. Ports - Harbors (yellow)

All scenes of ports and harbors fall in this group. Also ships. Naval vessels are also tabbed under Military. (See also 26 above)

This category includes airports, hangars, runways, etc.

Military Air Facilities will also be tabbed under Military

32. ~~Other Transportation~~ (rad) **SHIP REPAIR**

~~Primitive and unusual means of transportation, such as
animal-drawn transport, hovercraft, caravans, ropeways
and cable ways, funicular railways, and unusual vehicles.~~

B. Following are examples of tabbing for various subjects:

Mineral Water Plant	25 & 29
Public Works Plant	9 & 25
Libraries	10
Resort Areas	10
Laundry	10
Stock Exchange	10
Fur Farms	24
Shelter belts	24
Soil Conservation	24
Furniture	25
Home furnishings & Appliances	25
Sable hunters	22
Policemen	8
Farm machinery	24
Cemetery	10
Union Bldgs. & for industry to which connected	8
Lakes	29
Medical school	9 & 10
Vet School	9 & 24

Washing machines	25
Uranium	4
Uranium Mining	4 & 14
Collective Farming	24
Hunting (for farm)	24
Agric. Expositions	10 & 24
Expositions	10
Newspapers	
Printing Shop	23 & 25
Building	23
Office	23
News stand	10
Electric Motors	23
Book Binding	25
Pedestrian Underpass	28
Bicycle Plant	25 & 32
Coal dredge	14 & 21
Mining locomotive	14 & 27
Metal mines	13 & 14
Fertilizer Plant	15
Celanese Plant	22 (Possibly 18 (15)?)
Rosin Plant	18
Flotation Plant	14 & 16
Plastic Factory	25
Gas Station	16
Mints	8 (13)
Synthetic Fiber.	22
Reform Schools	9 & 10

Radar	3 & 23
Weather Station	4
Native handicraft	10 & 25
Alcohol distillery	24
Reindeer herds	24
Money - legal tender	10
Quarries	25
Ceramics	25
Varnish and Shellack	25
Resin (rosen)	18
Atomic Power Plants	4 & 17
Junk yard	10
Ant hills	1
Tractor Plant	24